



Student Transportation Handbook

CARRIZOSPRINGSCONSOLIDATEDINDEPENDENTSCHOOLDISTRICT

REVISED 08/15/2019

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK



TABLE OF CONTENTS

Contact Information Page 3

Message to Parents Page 4

Transportation Eligibility Requirements Page 5

Transportation Procedures Page 5

Student Discipline for Bus Related Infractions Page 8

Bus Accident and Emergency Procedures Page 9

Bus Safety: A Team Effort Page 10

District Bus Routes Page 12

Early Dismissal Schedule for 2019-20 school year Page 17

Acknowledgement of Receipt Form Page 18

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

BUSBARN – TRANSPORTATION OFFICE 500 East Alamo/Highway 85 East, Carrizo Springs, Texas 78834 Hours of Operation: 7:30 a.m. – 5:00 p.m.

Direct Line: (830) 876-2934 District
Numbers: (830) 876-3503 or 876-3505

Alejandro Orosco Jr., Director of Maintenance and Transportation
Dora Garza, Secretary Extension 1252
Eleanor Lopez, Clerk..... Extension 1253
Rosemary Longoria, Clerk/Special Programs Dr..... Extension 1254

CARRIZOSPRINGSCISD SCHOOLS

Carrizo Springs Elementary
605 North 9th Street, Carrizo Springs, TX 78834 (830) 876-3513

Carrizo Springs Intermediate
451 Highway 85 East, Carrizo Springs, TX 78834 (830) 876-3561

Carrizo Springs Jr. High
286FM 1556, Carrizo Springs, TX 78834 (830) 876-2496

Carrizo Springs High School
335FM Road 1917, Carrizo Springs, TX 78834 (830) 876-9393

CARRIZO SPRINGS CISD ADMINISTRATION
--

BUSINESS OFFICE

Jesse Muniz, CEO for Financial Services Direct Line:
(830) 876-3869

SUPERINTENDENT'S OFFICE

Dr. Alberto Gonzalez, Superintendent of Schools
Direct Line: (830) 876-2473

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

MESSAGE TO PARENTS

The Carrizo Springs Consolidated Independent School District's (CISD) goal is to provide efficient and safe transportation services to its student population. To accomplish this goal, we require dedicated staff whose priority is safety, parental awareness and support, and student adherence to transportation rules.

CSCISD asks that parents:

- Read and carefully review the contents of this handbook with your child(ren).
- Help your child understand the importance of bus safety rules, guidelines and emergency procedures. Instill in them the need to be respectful, responsible and safe.
- Encourage your child to report any bullying, harassing or otherwise harmful behavior to the bus driver and/or anyone listed on the Contact Information page.
- Report unsafe driving practices to the Bus Barn/Transportation Office as listed on the Contact Information page – date, time, location and bus number are essential elements of a report.
- Contact the school with changes in address, phone number and emergency transportation information.
- Contact any of the numbers/offices on the Contact Information page if you have a concern you feel has not been adequately addressed.
- Please remind your child that riding the school bus is a privilege for most students, not a right, which can be revoked if the student fails to observe basic standards of conduct and safety.

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

TRANSPORTATION ELIGIBILITYREQUIREMENTS

Students enrolled in Carrizo Springs CISD who are residents of Dimmit County are eligible for transportation under the following mileage limitations:

- Elementary school students living more than 3/4 mile of walking distance from the school.
- Middle and Jr. High school students living more than 3/4 mile of walking distance from the school.
- High School students living more than ¾ miles of walking distance from the school.
- Students who face hazardous walking conditions regardless of distance from the school such as multi-lane highways, construction areas, etc., and as determined by the District's Transportation Department and board approved hazardous conditions resolution.
- Students in special education, magnet, gifted and talented, and some vocational and education programs that are not offered at the student's home school.
- *Note, that a tenth (1/10th) of a mile may be added to establish a reasonable boundary.

TRANSPORTATION PROCEDURES

Riding the Bus is a Privilege!

The procedures in this section are not meant to be all-inclusive but rather, to serve as a guide in helping provide the most efficient and safe means of transportation for our students.

School – Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the District to and from the event. Each campus principal or administrator may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's web site at www.cscisd.net.

CARRIZO SPRINGS CISD
2019-20 STUDENT TRANSPORTATION HANDBOOK

A parent may also designate a child care facility or a grandparent's residence as the regular pick-up and drop-off location for his or her child. The designated facility or residence must be on an approved "**nearest bus stop**".

School Bus Rules

At the bus stop, students are expected to:

- Arrive 10 minutes before the scheduled pick-up time.
- Maintain an orderly line in preparation to board the bus promptly, without shoving or pushing.
- Stay out of the roadway.
- Be considerate of nearby yards, driveways, houses, buildings, and private property.
- Move toward the bus **only** after it stops and the driver has signaled that it is safe to proceed.

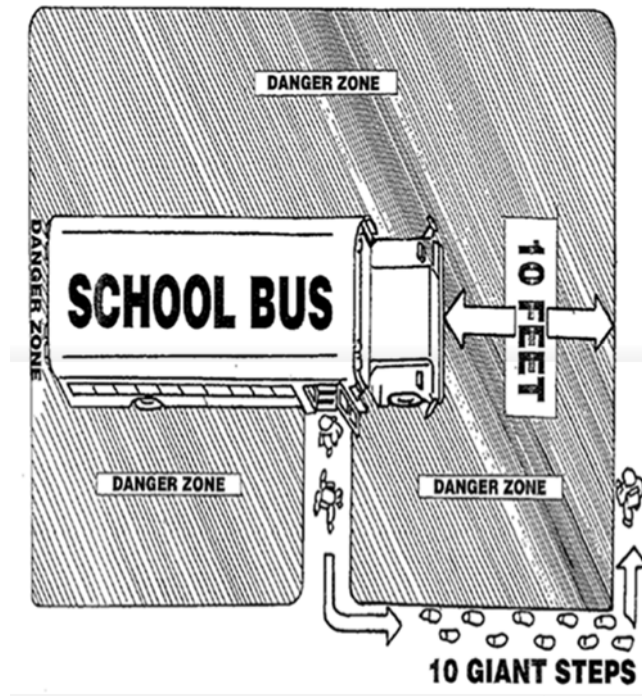
On the bus, students are expected to:

- Follow the bus driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- **Wait** for the bus driver's signal upon leaving the bus and before crossing in front of the vehicle.
- Behave appropriately, just as if they were in a classroom.
- Keep the aisle and emergency door clear of obstructions.
- Keep their arms, feet, and head inside the bus at all times.
- Not hold any object out of the window or throw objects within or out of the bus.
- Be seated and make room for others to sit as well.
- Standing is not permitted. Do not change seats while the bus is in motion.
- Be aware that the bus driver may assign seats and ask a student to move; this will only occur when the bus is at a complete stop.
- Not deface the bus or its equipment.
- Not possess or use any form of tobacco, alcohol, drug or weapon on school buses.
- Discard trash in appropriate containers.

CARRIZO SPRINGS CISD
2019-20 STUDENT TRANSPORTATION HANDBOOK

On the return trip home, students are expected to:

- **Walk 10 feet** in front of the stopped bus. If the student must cross the road, do so only after the driver has indicated it is safe to proceed. Refer to the illustration below regarding the “Danger Zone” for school buses.



- Refrain from trying to direct traffic upon leaving the bus.

School bus rules posted on all District buses:

FOLLOW THESE BUS RULES

1. Follow the Driver’s direction at all times
2. The bus driver may assign seats.
3. Be courteous.
4. Talk quietly, No profanity.
5. Keep arms, legs, and belongings to yourself and out of aisle
6. Keep the bus clean
7. Violence is prohibited. Do not bring weapons or dangerous objects on bus
8. No harassment, intimidation, or horseplay
9. Do not throw any object(s)
10. Remain seated facing forward while bus is in motion
11. No smoking.
12. Keep your hands and head inside the bus.
13. Do not destroy property.
14. For your own safety, do not distract the driver through misbehavior.

CARRIZO SPRINGS CISD
2019-20 STUDENT TRANSPORTATION HANDBOOK

MISBEHAVIOR ON BUS:

Consequences for misbehavior on the bus will depend on the circumstances and will be at the discretion of the principal – bus riding privileges may be revoked

- 1st Report: Parent Contacted, student conference with Principal/designee, report is sent home
- 2nd Report: Parent contacted, student conference, assigned seat, report is sent home
- 3rd Report: Parent contacted, student conference, 3-day bus suspension will occur, report is sent home
- 4th Report: Parent contacted, student conference, 5 days' suspension will occur, copy of report is sent home
- 5th Report: Parent contacted, student conference, loss of bus privileges for remainder of year

STUDENT DISCIPLINE FOR BUS RELATED INFRACTIONS

Disruption of Transportation

Chapter 37 – Discipline, Law and Order, Subchapter E – Penal Provisions

§ 37.126 Disruption of Transportation

- a) Except as provided by § 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.
- b) An offense under this section is a Class C misdemeanor.

Disciplinary problems on the bus

The bus driver will write bus referral and forward to campus administrators providing details pertaining to a disciplinary problem with a student on the school bus. A bus driver may return a student to the school, or call the police, if the student poses a serious threat to the safety and health of other riders. Students who violate the behavior and safety rules may have bus-riding privileges denied temporarily or permanently by the school principal.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, littering, defacing or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

BUSACCIDENTS AND EMERGENCY PROCEDURES

When a school bus is involved in an accident there is a plan in place to handle this situation. The bus driver immediately contacts the Transportation Office and/or appropriate emergency agency and help is sent to the scene.

When accidents happen, there is often confusion. Try not to panic, stay calm. Stay in your seat and listen carefully for instructions from your bus driver or attendant. Stay on the bus unless there is:

- Fire or smoke
- Danger of collision
- Submersion (under water)
- Danger of tip-over or fall-out

Steps to Take in an Emergency Situation

- Stop all noise immediately. Do not talk. Stay in your seat and listen for instructions from the bus driver.
- Follow the bus driver's directions and wait for assistance. Help is on the way.
- If you must exit the bus, go out the front door if possible or,
- Use Emergency Doors (look for red handle and stickers or signs)
- Use Windows if necessary - push out as a means of escape
- Use Roof hatches.
- Do not take any items such as books, etc. with you. Exit quickly and orderly so no one gets hurt.
- Gather at a safe location indicated by the bus driver.
- Check to see that your riding neighbor and other passengers are present. Make your bus driver aware if you notice someone is missing.
- If you have an incapacitated bus driver; do not panic, turn off the engine, apply the emergency brake and remember you can dial 911 from a cell phone for emergency assistance.

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

BUS SAFETY: A TEAM EFFORT

Students

Students are responsible for their behavior and self-control on the bus and at bus stops at all times. Disorderly students can threaten the safety of all riders by distracting the bus driver making the bus ride to and from school or school related activities an unpleasant and even intimidating experience for others. School buses are an extension of school, and students are expected to adhere to the same standards of behavior on a school bus as in the classroom.

Students are expected to obey the instructions of the bus driver just as they would follow the instructions of teachers and school administrators. Students must remember that riding the school bus is a privilege for most students; not a right, which can be revoked if the student fails to observe basic standards of conduct and safety.

Parents

Parents can help further the safety of all students by making sure their children know the bus rules and etiquette that help ensure safe, orderly, and pleasant bus trips. Parents should make sure their children know their bus route number, generally located on both the right and left side of the bus near the front, and the rear of the bus. The number that is painted on the body of the bus is used to identify the route and the bus. On occasion, a substitute bus is used if the original bus is out for repair.

For elementary and middle school students, it is recommended that a parent or other adult wait at the bus stop with the student to monitor and supervise their behavior and help with any problems, such as a late bus. Both students and adults should stand near the bus stop, not more than 150 feet away, where they can observe the bus as it approaches.

Bus stops are selected to provide safety and convenience for students, and to economize on fuel and time spent on the bus. Parents should not ask bus drivers to make additional stops. Regulations prohibit bus drivers from stopping between designated bus stops.

At all times, students may not:

- Bring animals, alcohol, drugs, tobacco, weapons, glass containers, or explosives on the bus.
- Use vulgar language or gestures, fight, or engage in sexual harassment or other improper and/or illegal conduct.
- Throw any papers or objects in the bus or out the windows.
- Operate the emergency door without permission.
- Smoke or play electronic devices, radios without headphones.
- Damage or deface any part of the bus.
- Ride a different bus than the one they have been assigned to, unless they have written permission from a parent and permission from the principal.

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

Things to know:

- Bus drivers and attendants may assign specific seats to students.
- Buses follow a routine schedule and typically arrive at their stops within a few minutes of the schedule. On days of inclement weather, students and parents should expect some delays due to road and traffic conditions.
- Students who miss their bus after school will need to go to the school office and contact their parents to make other transportation arrangements. Buses cannot return to the school due to scheduling conflicts and time constraints.
- If a student gets sick during the school day, it is the parent's responsibility to arrange for transportation home. The school district does not provide transportation under these circumstances.
- Students who miss their bus ride to school will need to have their parents make other arrangements to get their child to school. Again, buses cannot return due to strict scheduling and time constraints.

Bus Route List

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

CARRIZO SPRINGS CISD
2019-20 STUDENT TRANSPORTATION HANDBOOK

CARRIZO SPRINGS CISD
2019-20 BUS ROUTES

Board Meeting: 8/20/2019

2018-2019 ALL ROUTES				2019-2020	
ROUTE	Location	Time	Driver	Proposed	ROUTE Changes
1	Zavala Co Line Espantoza Sub Div TV Cable FM 1407		J. Zubia	No Change	
2	Big Wells HS		-----	Students with Route 9 DRIVER SHORTAGE	
3	Artesia Wells/Catarina Vandervort/Urenda Loop/FM 1917	AM PM	G.Avila A.Buentello	No Change	
4	Hwy 277 County Roads Ponderosa Trl Prk/ Hwy 277 W ABM Drive/Valley ST. FM 2644- El Indio Rd Old Eagle Pass Rd	AM PM	R. Martinez	No Change	
5	Whispering Tree Apts / Brown's Trl Park Casa Monte/3M Ranch Dentonio Rd, San Pedro Ranches FM 186/FM 2368 /Saenz Rd/		D. Navarro	No Change	
6	Asherton JH		-----	Students with Route 19 DRIVER SHORTAGE	
9	Big Wells JH Hwy 85 E--LA Corona Ranch Brundage/Bermuda Lane	JH All Grades	B. Olvera	BW HS Riders added to this route 2016-17 from Route 2	
11	SPEC ED - Local FM 1407		J. Ramirez	No Change	
11A	Local Spec Ed 3 yr old - 10:00 a.m.		R. Longoria		
11B	Local Spec Ed 3 yr old - 11:00 a.m.		R. Longoria		
13	SPEC ED -Local -		J. Sanchez		
15	CRZ Hill / Buddy's Lane AM --JH/HS		J. Maldonado J. Maldonado	PM DOUBLE RUN CSI/JH - First Run HS / Second Run DRIVER SHORTAGE	
16	CRZ Hill /Buddy's Lane AM/PM -CSE-CSI		S. Orosco	No Change	
17	Peaceful Acres/Trl Park FM 1433/ Homer Martin Trl Park Espantoza Rd/Loop 517(Walmart)		R. Contreras	No Change	
18	Spec Ed. Crz Hill/Ash/Catarina		A. Doria	COMBINED WITH RT 13 DRIVER SHORTAGE	
19	Asherton HIGH SCHOOL ONLY		L Navarro	Asherton JH Riders added to this route 2016-17 from Route 6	
20	Asherton - North of Hwy 83 AM CSE/CSI - PM CSE Students only	Bus Aide	R. Ruiz		
22	Asherton PM ONLY CSI ONLY-		J. Gonzalez	No Change	
23	Big Wells - CSI Students	Bus Aide	L. Villanueva	No Change	
24	Asherton - South of Hwy 83 AM- CSE/CSI	Bus Aide	A. Hernandez		

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

	PM - CSE - ONLY				
25	Big Wells - CS Elem. Students			Combined with Rt. 23	
				No Change	

CARRIZO SPRINGS CISD 2019-20 STUDENT TRANSPORTATION HANDBOOK

26	FM 1407 - DAEP-SOC	12:00PM	R. Longoria		
27	CARRIZO HILL/ASH -DAEP/SOC	3:00 PM	L. Navarro		
28	LOCAL- DAEP/SOC		D. Juarez		
29	Big Wells		B. Olvera	BUS 9	
LOCAL ROUTES					
A	Local - CS Elementary	PM - Bus Aide	M. Perez	No Change	
	Kinder: Students that reside beyond 1/2 mile				
	1-3 Grade: Student living beyond 3/4 mile				
C	Local CSI	AM	J. Paulino	No Change	
	Student living beyond 3/4 mile	PM			
D	Local CSI	AM	J. Taylor	No Change	
	Student living beyond 3/4 mile	PM			
E	Local (JR High - PM only 4:20 pm)	PM	J. Garza	No Change	
	Student living beyond 3/4 mile			DRIVER SHORTAGE	
G	HS - PM only 4:20 p.m.		J. Paulino	No Change	
	Student living beyond 3/4 mile	PM	J Taylor	DRIVER SHORTAGE	
	[after completion RT C / RT D]				
PRE-KINDERGARTEN					
	1.) Bus Routes remain the same for AM AND PM - regular school day.				
	2.) No Bus Routes at PK Dismissal Time --Standard Bus pick up time is at 3:30 pm				
	3.) Holding Area for PK bus riders until 3:30 pm				

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

EARLY DISMISSAL SCHEDULE FOR 2019-20 SCHOOL YEAR

The Carrizo Springs CISD announces early dismissal dates for students due to faculty planning needs. Buses will depart from the individual campuses shortly after the dismissal time.

Dismissal dates are as follows:

- Friday, September 13, 2019
- Friday, November 22, 2019
- Friday, December 20, 2019
- Friday, March 06, 2020

Campuses will dismiss as follows:

- 12:30 p.m. - Carrizo Springs Elementary
- 12:45 p.m. – Carrizo Springs Intermediate
- 12:50 p.m. – Carrizo Springs Jr. High
- 1:00 p.m. – Carrizo Springs High School

Questions regarding the Student Transportation Handbook may be directed to the campus principal at the phone numbers listed on page 3.

CARRIZO SPRINGS CISD
2019-20 STUDENTTRANSPORTATIONHANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

CAMPUS: _____

STUDENT NAME: _____

GRADE: _____ **ROUTE:** _____

My child and I have been given a copy of the Carrizo Springs Consolidated Independent School District's Student Transportation Handbook for School Year 2019-2020 I understand that the handbook contains information that my child and I may need during the school year and that students will be held accountable for their behavior and may be subject to disciplinary action as outlined in the Student Code of Conduct. We acknowledge this information by our signature below.

Student's Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____ **Contact #:** _____

Parent's Signature: _____ Date: _____

Discipline Referral 1: _____

Principal's Action: _____

Parent Signature: _____ *Date:* _____

Principal Signature: _____ *Date:* _____

Discipline Referral 2: _____

Principal's Action: _____

Parent Signature: _____ *Date:* _____

Principal Signature: _____ *Date:* _____

Discipline Referral 3: _____

Principal's Action: _____

Parent Signature: _____ *Date:* _____

Parent Signature: _____ *Date:* _____